



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Sales and Use Tax Audit

Solicitation Number: RFP 16-009

**Description:**

The City of San Antonio ("City") through its Finance Department is requesting submissions for an audit of City Sales & Use Tax Collections. City sales tax collections have averaged approximately \$226 million over the past five fiscal years. The adopted FY 15 budget for sales taxes was \$253.4 million.

San Antonio's current sales tax rate is 8.250% and is distributed as follows: 1.000% City of San Antonio; 0.125% dedicated to the City of San Antonio Edwards Aquifer Protection and Parks Development and Expansion Venue Projects; 0.125% dedicated to the City of San Antonio Pre-K 4 SA initiative; 0.250% San Antonio ATD (Advanced Transportation District); 0.500% San Antonio MTA (Metropolitan Transit Authority); and 6.250% State of Texas.

Texas imposes a state sales tax on all retail sales, leases and rentals of most goods, as well as taxable services. Texas cities, counties, transit authorities and special purpose districts have the option of imposing an additional local sales tax for a combined state and local tax rate of up to 8 1/4% (.0825).

Applicable Product Categories: 91804 – Accounting/Auditing/Budget Consulting

**Date Issued:** Friday, October 30, 2015

**Due Date & Time:** Friday, December 4, 2015, at 11:00 A.M. CST

**Pre-Submittal Conference:** City of San Antonio, Finance Department – Purchasing Division, 11<sup>th</sup> Floor Large Conference Room, III Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Monday, November 9, 2015.

**Staff Contact Person:** Dana Jordan, Procurement Specialist III, [dana.jordan@sanantonio.gov](mailto:dana.jordan@sanantonio.gov).

**Evaluation Committee Voting Members:**

Troy Elliott, CPA, Director, Finance Department  
Margaret U. Villegas, Assistant Director, Finance Department  
Dawn Oppermann, CPA, C&R Administrator, Finance Department  
Mike Martinez, Collections Manager, Finance Department  
James Burch, C&R Manager, Finance Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

**Exceptions to the Restrictions on Communications:**

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on Friday, November 13, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Dana Jordan, Procurement Specialist III  
City of San Antonio, Finance Department – Purchasing Division  
[dana.jordan@sanantonio.gov](mailto:dana.jordan@sanantonio.gov)

Questions submitted and the City's responses will be posted with this solicitation on the City of Antonio's Bidding and Contracting Portal.

**TO REGISTER AS A VENDOR:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov).

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>.